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MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Operations
Deputy Director for National Foreign Assessment
Deputy Director for Science and Technology
General Counsel
Legislative Counsel
Comptroller
Inspector General
Director of Public Affairs
Director, EEO

FROM   : Deputy Director of Central Intelligence

SUBJECT   : CIA Goals

1. As you know, at our retreat in June, we discussed your goals, and objectives for the year. The DCI plans to follow up on that discussion at our 30 September weekend meeting.

2. In order to prepare for that discussion, I would like each of you to both revise and update your June goals as necessary for FY 1979 and also report progress toward those June goals.

3. I find that the June goals were generally satisfactory, taking into account the short preparation period. For these next goal statements, however, I suggest there be provided a little more detail on planned follow-up, i.e., a listing of key activities and milestones necessary for achieving your goals should be appended to the goals statements.

4. In addition, you should also be prepared to discuss at the 30 September meeting, the appropriateness, use, and design of a continuing CIA Goals Management program. Both the DCI and I believe there is a need for a semi-structured process through which top management regularly can discuss and reach agreement on agency priorities. The purposes of such a process would include:

   -- stimulation of communications on major programs and operations;

   -- assurance that resources are applied or shifted as necessary on an agency-wide basis; and

MORI/CDF

-- continuing attention is placed on progress toward our
goals by agency top management during the course of
the year.

5. Please forward your revised goals and progress reports to me
(Attention:·[   ]) by 22 September in order that an agency-
wide summary can be prepared for the 30 September meeting.

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Frank C. Carlucci

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